

March 9, 2020

Mr. Joel Hanenburg
DPW Director
Georgetown Charter Township
1515 Baldwin Street
PO Box 769
Jenison, Michigan 49429

RE: Proposal – America’s Water Infrastructure Act of 2018

Dear Mr. Hanenburg,

Prein&Newhof is pleased to submit this proposal for fulfillment of the Risk and Resilience Assessment and Emergency Response Plan requirements for the Georgetown Charter Township water supply system. The scope of this project is to assist the water system in performing a combined Risk and Resilience Assessment and updating their Emergency Response Plans in accordance with the requirements of the America’s Water Infrastructure Act of 2018.

Project Understanding

America’s Water Infrastructure Act (AWIA) of 2018 was signed into law in October 2018. Section 2013 of the law requires Community Water Systems serving more than 3,300 people to perform a Risk and Resilience Assessment (RRA) and develop or revise an Emergency Response Plan (ERP). A letter certifying the completion of the RRA and ERP must be submitted to the US EPA before the statutory deadlines.

The US EPA has developed and maintained a Vulnerability Self-Assessment Tool (VSAT) to guide the completion of the RRA in compliance with AWIA Section 2013. The US EPA has also provided an ERP template which meets the requirements of AWIA. By utilizing these tools in addition to AWWA Standards for Risk and Resilience Management (AWWA J100-10), we ensure the RRA and ERP are performed in a clear and defensible manner which meets the requirements of the law.

In accordance with the requirements, the Risk and Resilience Assessment performed with VSAT shall include:

- An asset inventory and characterization.
- A threat characterization for natural hazards and malevolent acts.
- A consequence analysis for asset-threat pairs.
- A vulnerability analysis for each threat.
- A threat analysis to estimate the likelihood of each threat.
- A risk and resilience analysis to quantify and prioritize the greatest risks to the system and opportunities for added resilience.

After completion of the Risk and Resilience Assessment, the Emergency Response Plan shall be updated as necessary to meet the AWIA requirements and include:

- Utility information, including personnel, key assets, and information on local services.
- Resilience strategies, including emergency response roles and internal and external communication.
- Emergency plans and procedures, or reference to emergency procedures.
- Mitigation actions, including alternative water sources and interconnections.
- Detection strategies, including security alarms and natural hazard alerts.

The Township seeks to comply with the new requirements of AWIA 2018 by completing a Risk and Resilience Assessment and updating the Emergency Response Plan. This will allow you to take steps to reduce risk in response to malevolent acts or natural hazards and ensure the long-term resiliency of the water system for your residents.

Scope of Services

Task 1: Asset Inventory and Characterization

The Risk and Resilience Assessment first requires a thorough asset inventory and characterization to use with VSAT.

We propose to:

- a. Develop your asset inventory and characterization using information included in your most recent Water Asset Management Plan, Water Reliability Study, and Sanitary Survey.
- b. Review the inventory with your utility staff and advise you on any additional information required for the Risk and Resilience Assessment, including cybersecurity, control systems, and financial infrastructure such as billing and accounting systems.

Task 2: Risk and Resilience Assessment

Threats to the water system, including both natural hazards and malevolent acts are paired with system assets to analyze threat consequence, system vulnerability, and threat likelihood. Certification of completion of the RRA is required to be submitted to the US EPA by June 30, 2021.

We will perform the following steps to comply with AWIA Section 2013:

- a. Develop a threat characterization by identifying threats and hazards in accordance with VSAT and AWWA J100-10.
- b. Use VSAT to perform the Risk and Resilience Assessment with each asset and threat pair, using AWWA J100-10 as a guide for consequence, vulnerability, and threat likelihood assumptions.
- c. Review the Risk and Resilience Assessment with your utility staff, including all assumptions documented in completing the consequence, vulnerability, and threat analyses.
- d. Provide a VSAT file to the community for use with the 5-year update to the RRA required by the AWIA.
- e. Provide an accompanying report documenting assumptions, data sources, and VSAT output as part of the Risk and Resilience Assessment.
- f. Assist the Township with timely submission of the letter certifying completion of the RRA to the US EPA.

Task 3: Emergency Response Plan

We plan to work with you to ensure you have an updated Emergency Response Plan which incorporates findings from the Risk and Resilience Assessment and meets the requirements of AWIA 2018. Certification of completion of the ERP update is required to be submitted to the US EPA by December 30, 2021.

Our tasks include the following:

- a. Review existing Emergency Response Plan to determine if any components are missing as required by AWIA Section 2013.
- b. (*Optional*) Update the Emergency Response Plan as needed to comply with the AWIA, state regulatory requirements, and local plans.
- c. Assist the Township with timely submission of the letter certifying completion of the ERP to the US EPA.

Fees and Schedule

We propose to provide the services described above on a time and materials basis plus expenses for a not-to-exceed total of \$26,000, including completion of the Emergency Response Plan Update (Task 3b).

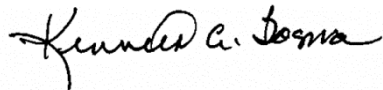
If the Township decides to update the Emergency Response Plan themselves, we will omit Task 3b and provide the services on a time and materials basis plus expenses for a not-to-exceed total of \$22,000.

Should additional services be needed, we would contact you and obtain your authorization prior to performing such services.

Thank you for allowing us the opportunity to present this proposal to you. If this proposal meets with your approval, please sign and date below as authorization to proceed. Feel free to contact us with any additional thoughts or questions.

Sincerely,

Prein&Newhof

A handwritten signature in black ink, reading "Kenneth A. Bosma". The signature is written in a cursive style with a large initial 'K'.

Kenneth A. Bosma, P.E.

KB/jf

ACCEPTANCE

GEORGETOWN CHARTER TOWNSHIP

DATED
